

BLESSED EDWARD OldCORNE CATHOLIC COLLEGE PROTOCOL FOR SCHOOL TO SCHOOL MANAGED MOVES

DfE guidance recommends that head teachers consider a managed move as one of a number of alternatives in response to a serious breach of the college's behaviour policy and suggests that colleges within an area have a protocol in place.

At Blessed Edward Oldcorne Catholic College managed moves will only be carried out with the full knowledge and co-operation of all parties and in circumstances where it is in the best interests of the pupil concerned and the college community as a whole.

It is acknowledged that there will still be permanent exclusions and that the college will be approached outside of this process to accept pupils via the SEN team and the Fair Access Protocol.

A managed move may be considered:

- If the pupil has a history of challenging behaviour and other support strategies have not been successful / if there has been a 'one off' incident which means the pupil would benefit from a fresh start but which would not lead to permanent exclusion in the absence of a college to college move (model letter 1).
- If the relationship between the pupil and the college / college community has broken down to an irrevocable degree.

The decision:

Only the head teacher will decide that a managed move to another college is an appropriate response. Once that decision is reached the headteacher will approach potential receiving schools

Next steps:

If the receiving school gives a positive response then the headteacher will approach the parents of the pupil for their written agreement.

Once parental agreement has been secured the head teacher or his or her representative will formally approach the head teacher of the 'receiving' school. Relevant details of the pupil's history should be revealed and no attempt made to minimise the nature and extent of the challenge the pupil may represent.

If the head teacher of the receiving school is in a position to accept the pupil, a meeting will be arranged and the pupil, his/her parent(s) and where considered necessary, relevant staff from each school.

The purpose of the meeting will be to:

- Underline the receiving school's expectations in terms of behaviour.

- Detail the support to be put in place for the pupil.
- Agree practical arrangements such as start date, tutor group, timetable, travel arrangements and uniform.
- Agree dates of the fortnightly reviews.
- Detail the outcome should the managed move not be successful.

The following guidance recognises that Blessed Edward Oldcorne College can be either the receiving school or home school

All managed moves will be reviewed on a fortnightly basis by the receiving school, the date of the final review will be the date on which the decision is made as to whether the move becomes permanent. The student must have completed 50 school days at Blessed Edward Oldcorne Catholic College for this review to be triggered. A managed move may be extended for up to a further 20 days if the college needs more evidence that the move will be successful.

There should be no more than 4 weeks between planning a move and starting the new school. As the move is not an alternative to permanent exclusion, the pupil is entitled to continue to attend Blessed Edward Oldcorne Catholic College whilst arrangements are being made.

Pupils remain on-roll at the 'home' school during the managed move. The 'home' school should record the pupil as 'D' [dual registration]; the receiving school records the pupil as 'D'. On the date agreed for permanent admission to the receiving school, the pupil will be removed from the register of the home school and admitted to the register of the receiving school where he/she will enjoy the same rights of tenure to a college place as any other pupil. Any remaining college records should be transferred to the receiving school within 2 weeks of the off-roll date.

Blessed Edward Oldcorne Catholic College will use their own attendance procedures to follow up attendance of the managed move students from other schools. Staff at Blessed Edward Oldcorne Catholic College will flag any attendance issues with the home school. The college will do the normal truancy call and first day calling for managed move students. Essentially the college will treat the managed move student as one of their own. Blessed Edward Oldcorne Catholic College will ensure that any of its students on a managed move are dealt with in the same way by the receiving school.

If the trial period at the receiving school is unsuccessful the pupil will return to the home school. If a pupil returns to Blessed Edward Oldcorne Catholic College after a failed managed move a meeting will be arranged with parents to reintegrate the pupil. This meeting must be held as soon as possible. A pastoral support plan will be drawn up at this meeting and the student will be reintegrated through the St John Bosco room with a view to getting them back into lessons as quickly as possible. Where necessary a reduced timetable may be necessary at first and reference must be made to the college's protocol for this.

When Blessed Edward Oldcorne Catholic College is the receiving school the following are some reasons why a managed move will be deemed to have failed:

- A one off serious breach of the college behaviour policy
- Persistent breaches of the college behaviour policy
- Lack of parental engagement
- Regular failure to complete homework
- Any behaviour for which the college would implement a fixed term exclusion according to college behaviour policy

- Poor attendance/punctuality

Ongoing support:

During the managed move at the receiving school an appropriate member of staff from both the home and the receiving school will be jointly responsible for monitoring levels of support and for making the necessary referrals to support services. The headteacher of Blessed Edward Oldcorne Catholic College will ensure these staff members are aware of their responsibility.

Looked After Children:

As the corporate parent, the LA will see the rights of looked after children involved in managed moves as a priority. Where the college is considering a managed move for a looked after pupil, the Virtual School will be consulted.

Dear **[Parent's Name]**

As you are aware, the college has tried several strategies to support improvement in **[pupil's name's]** behaviour. In my view, we have reached the stage where **[pupil's name]** would benefit from a fresh start at another college. In the circumstances and having been in contact with colleagues in other school I am; subject to your agreement; able to make arrangements for **[pupil's name]** to have a trial placement at **[name of receiving college]** as part of a Managed Move.

Once you have had the opportunity to consider the offer please complete the form below and return it to us to confirm whether you wish to accept the move to **[name of receiving college]**.

Yours sincerely,

G McClarey
Headteacher

cc : HOY and SLT

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Please complete and return to the college.

Name of parent/guardian giving consent:

Name of pupil:

Address:

Daytime telephone number:

I confirm that I agree to the proposed managed move to **[name of receiving college]** for **[name of pupil]**

Signed: Date:/...../.....

MANAGED MOVE REQUEST

To be completed by the 'home' school. Please enter pupil's details	
Home school:	Blessed Edward Oldcorne Catholic College
Surname:	
Forename:	
Name of parent(s) / Guardians:	
Address:	
Home telephone number:	
Mobile telephone number:	
Parent work number:	
Gender:	
Date of birth:	
Year group:	
Child Looked After?	
SEN stage: If student has an EHCP, date of last statutory review:	
Schools previously attended: (with details of from and to)	
Name link person at 'home school' with contact number:	
Please briefly outline what support mechanisms have been put in place prior to referral: <ul style="list-style-type: none"> • Internal interventions and isolation • Parental meetings • Tutor / Year Leader/ Senior Leader reports • Mentoring from pastoral team • Group changes • Pastoral Support Plan 	
Attendance –	

Academic ability: Please comment upon the student's progress in the following subjects with reference to national Curriculum attainment levels

KS4 Target ENGLISH	
KS4 Target MATHS	
KS4 Target SCIENCE	

Current assessment of performance – please indicate most recent assessment results, for example, modular tests and portfolio assessments.

See last report issued from last academic year.

OTHER:

Headteacher's signature:

Date: